

ELEMENTARY SCHOOL TEACHER – GRADES KINDERGARTEN THROUGH FIVE

FREQUENTLY ASKED QUESTIONS

- 1. What are the requirements for Elementary certification if I already hold a standard New Jersey instructional certificate?** With the exception of special education, Preschool through Grade 3, English as a Second Language and Military Science, to be eligible for the standard Elementary School Teacher in Grades Kindergarten through Five endorsement, you need to complete the content study outlined in II-3. above and the test requirement. If you hold standard special education, Preschool through Grade 3 or ESL certification, you will also need to complete standards based pedagogy included in subject area professional education programs.
- 2. What does the application fee cover?** For the CE or CEAS, the fee is \$170.00. This includes the cost of the CE/CEAS, two-year provisional certificate and standard certificate at the successful completion of the provisional teacher program as well as the test score service fee. The fee for the standard certificate is \$95 and it covers the certificate as well as the test score service fee.
- 3. What constitutes liberal arts study?** A "Liberal arts major" means any college major **such as** philosophy, history, literature, sociology or world language that is intended primarily to provide general knowledge and to develop an individual's general intellectual capacities to reason and evaluate, as opposed to professional or vocational skills. The determination of liberal arts majors and courses are solely up to the Department of Education.

1. WHAT TYPES OF CERTIFICATES CAN I APPLY FOR?

- **Certificate of Eligibility (CE)** – (This is the certificate issued to eligible candidates who have **NOT** completed a state approved college teacher preparation program that culminates in student teaching.)
- **Certificate of Eligibility with Advanced Standing (CEAS)** – (This is the certificate issued to eligible candidates who have completed a state approved college teacher preparation program that culminates in student teaching.)
- **Standard certificate** – (This is the certificate issued to eligible candidates who have completed a state approved college teacher preparation program that culminates in student teaching and have completed a minimum of one year of successful full-time teaching under a currently valid out-of-state certificate. Note that certificates issued by cities do not fulfill this requirement.)

2. REQUIREMENTS FOR INITIAL CERTIFICATION

- BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED UNIVERSITY** – (Applicants must hold a bachelor's or an advanced degree from a regionally accredited college or university. Regional accreditation associations include Middle States Association of Colleges and Schools; New England Association of Schools and Colleges; North Central Association of Colleges and Schools; Northwest Association of School and Colleges; Southern Association of Colleges and Schools; and Western Association of School and Colleges)

- b) **MINIMUM GPA REQUIREMENT** - (Achieve a cumulative GPA of at least 2.50 when a GPA of 4.00 equals an A grade for students graduating before September 1, 2004 in a baccalaureate degree program, higher degree program or a State-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits; for students graduating on or after September 1, 2004, achieve a cumulative GPA of at least 2.75 when a GPA of 4.00 equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits)
- c) **LIBERAL ARTS STUDY** - (Complete a liberal arts, science, dual content or interdisciplinary academic major or a minimum of 60 semester hour credits in liberal arts and/or science. All coursework must appear on the transcript of a regionally accredited four-year college or university.)
- d) **PRAXIS II EXAM** - (Pass the Praxis II Elementary Education: Content Knowledge test 0014. Please go to ets.org for more details. You must have ETS officially send the scores to the NJ Department of Education. A copy of the test score report will not suffice.)
- e) **PHYSIOLOGY AND HYGIENE** - (Pass an examination in physiology, hygiene and substance abuse issues. This requirement can be completed by a college course in human biology, health, nutrition, or related area of study. It can also be satisfied by completion of United States military service evidence by a copy of the DD-214 form. It can also be satisfied by completion of a health test available through the county office of education.)

3. CERTIFICATE OPTIONS – EXPLAINED

- a) To apply for the Elementary School Teacher K5 **Certificate of Eligibility (CE)**, you must complete the Requirements in #2 (a-e) above and you should submit the following:
 - **Completed application for certification or on-line application** (You can apply on line at https://www6.state.nj.us/DOE_TCIS_ONLINEED/login.jsp) or submit a paper application that is available through the county office of education or from the Office of Licensure and Credentials.)
 - **Application Fee: \$170.00** (Note that fees must be in the form of a certified check or money order payable to “Commissioner of Education” or through a credit card if you apply online.)
 - **Official college/university transcripts** - (submitted by the college directly to the Office of Licensure and Credentials or by the applicant in a sealed envelope.)
 - **Official Praxis score submitted directly from Educational Testing Services (ETS)** – (The test required is the Praxis II Elementary Education: Content Knowledge test (code 0014). Educational Testing Services administers the exam. Please refer to ets.org for test dates and further details. The current passing score is 141. Passing test scores are subject to change at any time. It is the score in effect at the time of certificate issuance that the candidate is required to meet. Contact ETS to make sure that the scores were officially sent to the NJDOE (code R7666). Note that if your social security number is not on your score report, you will need to submit a copy of your score report showing that an official score report was sent to the NJDOE and a copy of your social security card.)

b) To apply for the Elementary School Teacher K-5 Certificate of Eligibility with Advanced Standing (CEAS), you must complete the Requirements in #2 (a-e) above and you should submit the following:

- **Completed application for certification or on-line application** - (You can apply on line at https://www6.state.nj.us/DOE_TCIS_ONLINEED/login.jsp) or submit a paper application that is available through the county office of education or from the Office of Licensure and Credentials.)
- **Application Fee: \$170.00** - (Note that fees must be in the form of a certified check or money order payable to “Commissioner of Education” or through a credit card if you apply online.)
- **Official college/university transcripts** - (submitted by the college directly to the Office of Licensure and Credentials or by the applicant in a sealed envelope.)
- **Official Praxis score submitted directly from Educational Testing Services (ETS)** –(The test required is the Praxis II Elementary Education: Content Knowledge test (code 0014). Educational Testing Services administers the exam. Please refer to ets.org for test dates and further details. The current passing score is 141. Passing test scores are subject to change at any time. It is the score in effect at the time of certificate issuance that the candidate is required to meet. Contact ETS to make sure that the scores were officially sent to the NJDOE (code R7666). Note that if your social security number is not on your score report, you will need to submit a copy of your score report showing that an official score report was sent to the NJDOE and a copy of your social security card.)
- **Copies of out of state certificates** - (if you do not hold any out of state certificates, you may still apply for the CEAS.)

c) To apply for the Elementary School Teacher K-5 Standard Certificate, you must complete the Requirements in #2 (a-e) above and you should submit the following:

- **Completed application for certification or on-line application** - (You can apply on line at https://www6.state.nj.us/DOE_TCIS_ONLINEED/login.jsp) or submit a paper application that is available through the county office of education or from the Office of Licensure and Credentials.)
- **Application Fee: \$95** - (Note that fees must be in the form of a certified check or money order payable to “Commissioner of Education” or through a credit card if you apply online.)
- **Official college/university transcripts** - (submitted by the college directly to the Office of Licensure and Credentials or by the applicant in a sealed envelope.)
- **Official Praxis score submitted directly from Educational Testing Services (ETS)** – (The test required is the Praxis II Elementary Education: Content Knowledge test (code 0014). Educational Testing Services administers the exam. Please refer to ets.org for test dates and further details. The current passing score is 141. Passing

test scores are subject to change at any time. It is the score in effect at the time of certificate issuance that the candidate is required to meet. Contact ETS to make sure that the scores were officially sent to the NJDOE (code R7666). Note that if your social security number is not on your score report, you will need to submit a copy of your score report showing that an official score report was sent to the NJDOE and a copy of your social security card.)

- **Copies of out of state certificates** - *(Note that certificates issued by cities do not fulfill this requirement.)*
- **Original letter of experience** - *(The original letters must be on school letterhead signed by an appropriate school district official documenting fulltime teaching experience. At a minimum the letter should include your dates of employment, teaching assignment and full or part-time status. If your teaching experience was part-time, the letter needs to include the hours per day, days per week and weeks per year that you were teaching.)*